

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 425  
EXEMPT

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### CHILD DEVELOPMENT CENTER – SITE MANAGER

#### **BASIC FUNCTION:**

Under the direction of the Child Development Center – Program Manager, Early Care and Education (ECE), responsible for the day-to-day operations of the child development center; provide a comprehensive child development and early educational program for infants, toddlers and preschool age children; provide an environment in which each child can grow emotionally, socially, intellectually and physically according to his/her needs, ability level and maturity; collaborate with staff and outside agencies; coordinate curriculum and staff development, assessments, site evaluation, and parent involvement; coordinate parent involvement in activities; provide for the instruction and custodial needs of the children; maintain health and safety standards; maintain all requirements of a Head Start program, general child care program for infants/toddlers, and state preschool program; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Coordinate the planning, development, organization, and direction of operations and activities of the child development center; establish program goals, objectives and priorities; develop curriculum standards; develop and maintain the program budget; develop a parent handbook and staff procedures.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs.
- Conduct a variety of meetings as assigned; stay abreast of new trends and innovations in the field of child development programs.
- Conduct and participate in facility inspections, fire and earthquake drills; maintain the Disaster and Mass Casualty Plan and update as required.
- Create and maintain a working team environment; plan and conduct staff meetings and professional development.
- Determine and support professional goals and objectives through the assessment and evaluation process.
- Develop, implement, and train staff in maintaining health and safety standards in the child development center.
- Ensure policy and procedures are followed for all programs; ensure compliance with Title 5, Title 22 licensing requirements, and Head Start Program Performance Standards.
- Ensure the health and personal hygiene needs of children are met on a daily basis which may include, but not be limited to, feeding, toileting, diapering, and needs of the individual child; develop and ensure the implementation of acceptable techniques or routines of feeding, toileting, sleeping, dressing, washing and related housekeeping responsibilities.
- Ensure the staff to student ratios are in compliance with state requirements; cover staff absences as needed; ensure the accuracy of employee time reports and daily student attendance records; work with staff to complete annual program self-evaluation.
- Participate in annual professional development to include but not limited to children with disabilities and dual language learners, as directed.
- Plan and implement a nutrition program for the child development center in compliance with all Child and Adult Care Food Program (CACFP) requirements; ensure proper food handling standards are met; submit food program report for reimbursement from the State.

- Plan and provide parent meetings, education programs and/or trainings annually; encourage parent participation; develop a parent advisory committee; maintain open communications with parents and families; foster community support.
- Provide mentorship to staff; plan and implement staff development activities to assist staff with the ability to maintain and renew child development permits in accordance with the California Early Education and Support Division.
- Provide service in and supervision of the care, development, and instruction of children in a childcare and development program.
- Review and evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Review lesson plans; ensure activities are implemented in the classroom to meet the individual needs of the student; conduct and document observations on a regular basis.
- Serve as a coordinator of curriculum and staff development in a childcare and development program.
- Submit reports to the county office, CA First 5, Fresno First 5, CA Department of Education Child Development Division and other agencies as required.
- Supervise a childcare and development program operating at a single site.
- Work with finance to submit fiscal and attendance reports.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Collaborate with assigned supervisor, directors, coordinators, and administrators who plan courses of study to be used in California Child Development Centers/Programs; research and evaluate the efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with program administration in planning and developing school activities related to, and an extension of, the instructional and guidance program of the child development center.
- Examine, select and provide in-service training of child development center staff in consultation with the Child Development Center Program Manager.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.

- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Appropriate practices within all developmental domains.
- Basic first aid.
- Cultural and socio-economic differences and impact on families.
- Child development, current trends and research in Early Childhood Education, recreation and fine/performing arts.
- Curriculum and instruction, instructional materials, and methods, interpretation and application in the assigned program.
- Desired Results for Children and Families Component.
- Evaluation and assessment techniques and procedures.
- Family case management.
- Positive behavioral interventions and supports.
- Safety and health practices and universal precautions when administering first aid.
- Title 5 regulations for need and eligibility criteria for all families.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Administer First Aid.
- Collaborate with community organizations and services available to infants, toddlers, and preschool students and parents.
- Lead and supervise child development staff.
- Maintain child and family confidentiality.
- Manage a positive, educational child development center/classroom environment.
- Organize and direct classroom and outside activities.
- Work effectively with parents, staff and the community.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing with parents, staff, community, and program administration.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- Three (3) semester units or equivalent quarter units from an accredited or approved college or university in infant and toddler care within one year of date of hire.
- Bachelor's Degree in Child Development or related field.

### **EXPERIENCE:**

- Two years teaching experience in a childcare and/or child development center.
- Two years of experience supervising a licensed childcare and/or child development center.
- Experience managing State and/or federally funded program contracts including California State Preschool Program (CSPP), General Child Care (CCTR), Head Start preferred.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Child Development Site Supervisor Permit.
- Valid First Aid and CPR AED certificate issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Indoor, outdoor, child development center, office, and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others, understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to twenty-five (25) pounds and occasionally lift and/or move up to fifty (50) pounds with assistance.
- The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Contact with blood and other body fluids.
- Exposure to minor contagious and/or infectious diseases.
- Potential for contact with blood borne pathogens and communicable diseases.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 09/15/2015

Revised: 07/01/2018; 06/22/2021; 04/01/2022; 06/09/2022; 11/01/2022; 11/01/2024